



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date November 1, 1977	1. Agency Address Augusta Area Technical School Student Personnel Services Registrar's Office 2025 Lumpkin Road Augusta, GA 30906	Application Number 77-480	
Application Number SPS-1		Date Received NOV - 7 1977	Date Completed DEC 12 1977
2. Person to Contact Beverly A. Roberts		Working Title Assistant Coordinator/Registrar	Telephone Number (404) 798-4343
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1961	Latest to date	5. Records Series Title (followed by title used in office, if different) Student Academic Record File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The function of the Office of the Registrar is to maintain active and inactive student records; to receive, maintain, evaluate, and issue quarterly progress reports, transcripts, certificates, and diplomas; to post quarterly progress reports and to evaluate courses taken, credits given, and certificates or diplomas awarded.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining an official academic record on each student. Included are: Official permanent record cards for each student to include courses taken, dates of enrollment, grades and credits given, clock hours completed, test scores, certificates and diplomas awarded, and general student identification information. The file also contains application for admission form, copies of test results, health records, and other related documents and correspondence. File is arranged: alphabetically by student's last name.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>400-500</u> ; Seven to twelve months old <u>400-500</u> ; Thirteen to twenty-four months old <u>300-400</u> ; twenty-five months and older <u>100-200</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>4</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Privacy Rights of Parents & Students, Title 45, Part 99
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Summarized information in Follow-Up Card and Quarterly/Class Follow-Up
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Summary
X		i. Is this series (or a major portion of it) regularly microfilmed? Will be microfilmed
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>0</u> years.	d. Audit period	<u>0</u> years.
b. Statute of limitation	<u>0</u> years.	e. Administrative need	<u>Permanent</u> years.
c. Federal law	<u>0</u> years.	f. Federal retention instructions	<u>0</u> years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

This is a permanent record because this is the students official documentation of enrollment.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Paper Copy: Hold in current files area until student graduates, withdraws, drops, or is suspended from school; then transfer to inactive files. Cut off inactive files at end of each fiscal year; then microfilm permanent record card making office reference copy and security copy. Destroy paper copy after verification of film.

Microfilm Office Reference Copy: Hold in current files area until no longer needed for reference; then destroy.

Microfilm Security Copy: Transfer immediately after creation to Georgia Department of Archives and History for permanent retention.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Jack B. Patrick</i> 77-480		<i>Beverly A. Roberts</i>	11-14-77
		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		<i>[Signature]</i>	12-12-77
		Secretary of State/Designee	12-6-77
		Attorney General/Designee	12-12-77